Process	***Unpost Receivable without Payments***
Process Number	***AR - 025***

Description of Process

This process will allow the user to UNPOST a receivable that does not have payment(s) applied. Please note that only receivables posted in the current accounting period may be unposted. Also, you must unpost the entire group and can not unpost a single item in a group.

Reasons to use unpost could be that a receivable was set up for the incorrect customer, an incorrect Item ID was assigned to it or the receivable was set up for incorrect amount. Once unposted, a user can not make changes to a receivable. The balance will be set to zero for this receivable. Users will have to set up another receivable for the correct customer, amount, etc.

If there are payments applied to a receivable and it needs to be unposted please refer to Business Process AR-026 Unpost Receivable with Payments Applied.

Input to Process

In Accounts Receivable, unpost the incorrect receivable group.

Output of Process

The receivable will unpost without errors and reverse the original entries to AR and revenue.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Enter Receivable/Use	Online Group Unpost
	Unpost Action
Enter Receivable/Inquire	All Items With Detail
	Accounting Entries

Phoenix Program
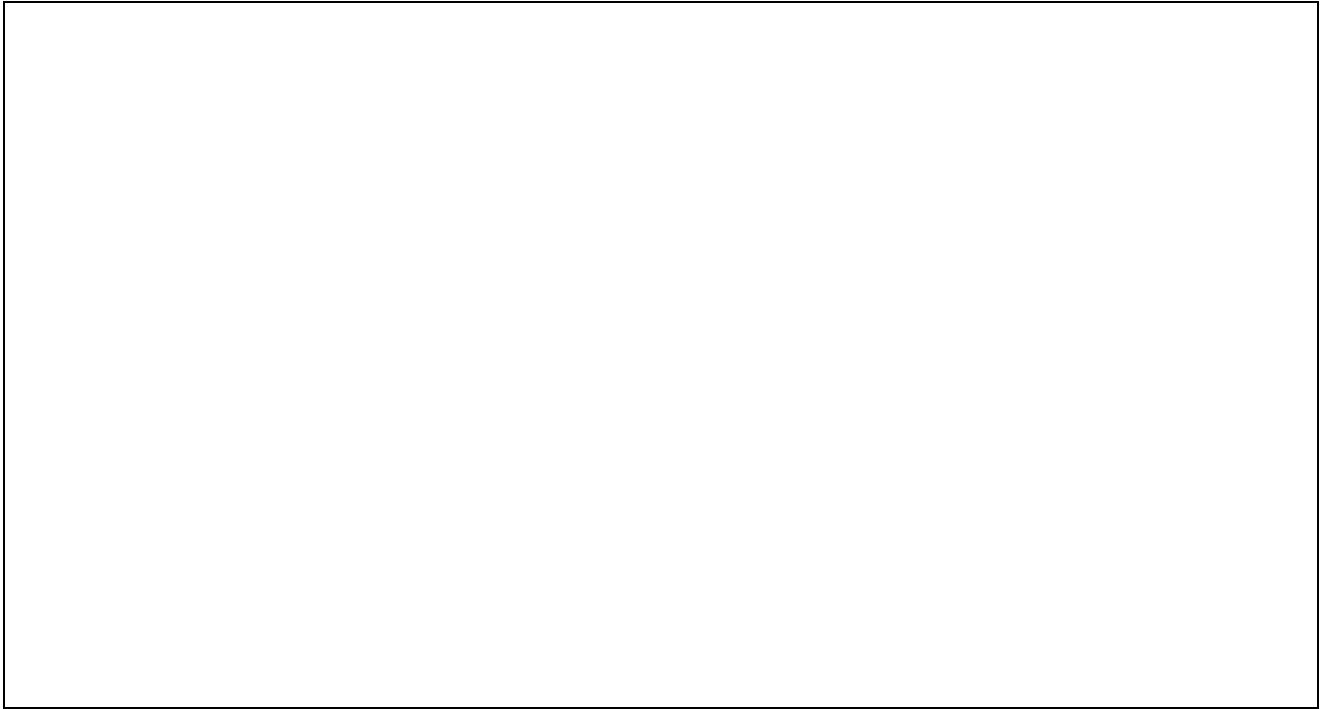## Process Definition – Accounts Receivable

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Unpost Receivable: Online Group Unpost Panel Go – Manage Sales Activities – Enter Receivables – Use – Online Group Unpost – Unpost Action. In the prompt box, enter the Business Unit and Group ID of the group to be unposted. Please note that you unpost the entire group and not individual items.	
Step 2: Click Unpost Later: Unpost Action Panel Click on Unpost Later and the panel will save automatically. PeopleSoft will create a new Group ID number. (Remember this new Group ID number to inquire on the accounting entries).	
Step 3: Over night Receivable Update Process Allow for Receivable Update process to run during nightly batch.	
Step 4: Verify Accounting Entries are correct Go – Enter Receivables – Inquire – All Items With Detail – Accounting Entries. Verify the receivable unposted correctly with no errors by looking at accounting entries for the new group ID and make sure the original entries were reversed.	
Step 5: Set up new receivable Set up the new receivable with the correct customer and/or amount.	

Forms Used with Process (#)

None

Process Flow Diagram (if appropriate):

Process Signoff

Tested By   Wendy Verdon
Date Tested